

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
DUTY STATEMENT
ASSOCIATE GOVERNMENT PROGRAM ANALYST (AGPA)
PERMANENCY POLICY BUREAU
Adoption Policy Unit

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises. N/A

Total number of positions Branch/Bureau/Unit/Section (circle one) for which this position is responsible: N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF ORGANIZATIONAL UNIT:

To provide program and policy interpretation and analysis in the area of child welfare permanency to constituents of the child welfare system including public and private licensed adoption agencies, child welfare social workers, legislative staff and families.

CONCEPT OF POSITION:

Under the general direction of the Unit Manager (SSMI), the AGPA in the Adoption Policy Unit within the Permanency Policy Bureau, working individually and as part of a team, performs both written and verbal analytical assignments in the nature of programs and policies related to ensuring children are provided with permanent, stable and safe homes.

Necessary skills/expertise:

- Competent written and verbal communication skills
- Ability to work cooperatively with others
- Ability to read and understand state and federal statutes, regulations and policies
- Ability to meet deadlines and adjust to shifting priorities

Desirable skills/expertise:

- Knowledge of child welfare and/or adoption policies and practice
- Ability to understand program performance based on statistical information

RESPONSIBILITIES OF POSITION:

30% Assists in the development and continued updating of child welfare and adoption standards and regulatory language and initiates the regulations process to implement permanency policies, statutes, and court decisions including but not limited to adoption, guardianship and family reunification related issues. Assists in developing legislative proposals as needed to implement permanency policies.

20% Assists in the development and implementation of policies and systems to maximize the effective, efficient and equitable management of permanency options for children so that public policies are effectively transformed into action. This may include

participating in trainings in the area of permanency policy for other Bureau's in the Division and to other child welfare and adoption stakeholders.

20% Responds to inquiries/complaints related to adoption programs received through telephone, e-mail, written correspondence and personal interviews with individuals, advocates and legislators. Prepare county letters and all county information notices related to adoption program policy, fiscal and budgetary issues.

5% Prepares legal opinion requests, analyzes legislation and makes recommendations related to adoption programs for youth.

10% Compiles, analyzes and evaluates adoptions statistics relating to the adoption program. Analyses are required to assist management in making budget, policy and program decisions. Assists in the development of budgetary and staffing allocation and streamlining the statistics reporting process.

10% Acts as a program liaison for the provision of ongoing policy and system consultation to organizations within the Department, public and private adoption agencies, other state agencies and other related entities on issues of mutual concern.

5% Process and maintains expenditure records related to State reimbursement to private agencies who provide services related to achieving the permanency of hard to place children including older youth and children with special needs.

B. SUPERVISION RECEIVED

The AGPA is directly supervised by the SSML.

C. ADMINISTRATIVE RESPONSIBILITY

None

D. PERSONAL CONTACTS

The AGPA has daily contact with other Branch and departmental staff, licensed adoption and county child welfare agencies, and the general public.

E. ACTIONS AND CONSEQUENCES

Adoption and child welfare records are classified as confidential. Good judgment must be exercised in order to avoid the inappropriate release of information. The AGPA must understand his or her role as representing the Department to the public, have good interpersonal communication skills, and be able to work well with a variety of people.

F. OTHER INFORMATION

The AGPA must have good interpersonal communication skills and be able to work well with a variety of people. The AGPA must be able to work well under pressure. Knowledge of child welfare services programs, county social welfare agencies, community organization, and CDSS administrative and support services, children's services and other related programs is desirable.